

PLANNING & DEVELOPMENT DEPARTMENT

PARCEL MAP SUBMITTAL REQUIREMENTS

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The signature on this application can be either the property owner, applicant or representative and does not require notarization.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible.

PARCEL MAP: (13 folded) Please refer to the Parcel Map Checklist for additional requirements.

FEES: \$300

ASSESSOR'S PARCEL MAP: A copy of the Clark County Assessor's Office Parcel Number Map that is used to verify the parcel number(s) and location(s) of the subject property(ies) is required. These maps may be obtained from the Clark County Assessor's Office located at 500 S. Grand Central Parkway or through the Clark County website at (www.co.clark.nv.us).

PARCEL MAP CHECKLIST: All items on the Checklist must be addressed on the Parcel Map.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.

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PARCEL MAP CHECKLIST

A. PLEASE COMPLETE THE FOLLOWING:

1. Does the land front on a public (dedicated) street? _____ Yes _____ No
2. List the names of public access streets between this property and the nearest major streets: _____

3. Describe the existing improvements and/or condition of streets in item #2 above: _____

4. Describe how water service will be provided to this land. If water service is to be provided by a public agency, indicate the agency name and location of nearest existing waterline: _____

5. Will property be serviced by the City Sanitary Sewer System? _____ Yes _____ No
6. Is immediate development proposed on the parcels of land to be created: _____ Yes _____ No
If yes, on which Parcel (#1, #2, etc.)? _____
If yes, indicate type of development and anticipated date construction will commence: _____

PARCEL MAP CONTENTS

- ☐ Certificate of ownership and easement dedication, dedicating easements, alleys, streets, highways or other public rights-of-way as shown on the map.
- ☐ Certificate of land surveyor, signed and sealed by a professional land surveyor who is responsible for the survey.
- ☐ All monuments found, set, reset, replaced or removed, describing kind, size and location, and other data relating thereto.
- ☐ Bearing witness monuments, basis of bearings, bearing and length of lines and scale of map.
- ☐ Name and legal description of tract in which survey is located and ties to adjoining tracts.
- ☐ Existing easements granted or dedications made within one hundred fifty (150) feet of the parcel boundaries.
- ☐ Street names, location and width of existing and proposed rights-of-way to serve as access for the parcels, up to a minimum of one hundred fifty (150) feet from boundary of proposed division, and access streets connecting development to existing dedicated streets.
- ☐ Existing and proposed street names.
- ☐ Survey analysis sufficient to delineate boundary controlling monuments.
- ☐ Assessor's Parcel Number of all adjoining properties.
- ☐ A legend to denote the meaning of all symbols utilized.

NOTE: A parcel map approved by the City of Las Vegas is not in effect until such time as it is officially recorded by the County Recorder's Office. Only after this has been done and one copy of the recorded map has been filed with the Department of Planning and Development will building permits be issued.